T 208.883.3400
F 208.974.4475
www.alturasanalytics.com

This position is full time. Salary DOE with health and retirement benefits provided. Send resume, cover letter, and job application to Alturas Analytics, Inc., 1324 Alturas Drive, Moscow, ID, 83843, or email hr@alturasanalytics.com.

Alturas Analytics is seeking a full-time Quality Control Associate. (Experience and skillset will dictate the level at which this position will be hired.) This position will work closely with a team of quality control reviewers to ensure the data integrity of the bioanalytical work performed at Alturas Analytics. Quality control reviewers also ensure all reports generated by the technical writing team are consistent with supporting bioanalytical data; review paperwork produced within Alturas Analytics for good documentation practices; and write technical procedures related to quality control review functions. A background in chemistry, physical or biological sciences and a working knowledge of laboratory workflow is beneficial, but not required. The ideal candidate will have a strong attention to detail, be able to work independently, and possess excellent verbal and written communication skills.

Job Title:
Quality Control Associate

Position Summary:
The Quality Control (QC) Associate provides support to all review procedures assigned to the QC department and helps ensure compliance with SOPs and regulations.

Essential Duties and Tasks:

- Review all aspects of study-based data and documentation for accuracy; includes protocols, plans, data, test methods, and a variety of reports
- Maintains tracking information utilized by the QC department
- Performs quality reviews of all documentation produced by facilities, report writers, laboratory procedures, and data transfer files
- Assists with the design and implementation of process improvement activities to improve workflow, data accuracy and report accuracy
- Provides assistance to the QC Supervisor to fulfill the QC department responsibilities designated by SOPs
- Works laterally with scientific staff to assure the laboratory meets regulatory and SOP standards
- Assists in developing SOPs and Technical Procedures pertaining to the QC review of data and various critical documents
- Performs all duties designated by the QC Supervisor
- Acts as a designee for the QC Supervisor when the QC Supervisor is not present
- Attends managerial and/or staff meetings at which the topic of QC is discussed

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Additional Duties and Tasks:

- Performs other duties as needed or assigned

Education and Experience Requirements:

- Bachelor's degree
- 3-7 years of work experience
- Working knowledge of complete MS Office suite
- Knowledge of bioanalytical laboratory equipment, assays, techniques is preferred
- Knowledge of good documentation compliance practices is preferred
- An equivalent combination of education and experience may qualify the appropriate personnel for this position

Skills and Abilities Requirements:

- High level of attention to detail and specifics
- Skill in written and verbal communication
- Skill in organization of records
- Skill in customer service
- Ability to understand and perform basic mathematical computations
- Ability to interpret procedures, regulations and guidelines
- Ability to travel occasionally for professional development

Physical Requirements:

- Position requires sitting over 2/3 of the time
- Position requires working in front of a computer monitor over 2/3 of the time
- Position requires walking less than 1/3 of the time between departments/offices
- Position requires standing less than 1/3 of the time
- Position requires talking or hearing over 2/3 of the time
- Position requires lifting up to 10 lbs. up to 2/3 of the time